



Serve Delaware Executive Committee Meeting Minutes

Thursday, October 15, 2015

Williams State Service Center, Dover DE

9:15a.m. – 11:30a.m.

PURPOSE Monthly Executive Committee Meeting	ATTENDEES Commissioners Present (live): Nancy Forster, Gary Pippin, Georgeanna Windley Commissioners Present (proxy): Sara Funaiock, Margarita Rodriguez-Duffy SOV/Staff Present: Renée Beaman, Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Guadalupe Murphy	NOTE TAKER Guadalupe Murphy
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BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:15 am. by Nancy Forster, Chair of the Commission.

PUBLIC COMMENT – None

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken to determine a quorum of forty percent of the voting members of the Commission as required by the Bylaws.

Three voting commissioners and one electronic proxy from voting commissioners were in attendance by 9:15am and there was a quorum.

Proxies from Commissioners Sara Funaiock and Margarita Rodriguez-Duffy were sent to the Commission Chair of the Governor's Commissions on Community and Volunteer Service on August 20, 2015 and read as follows: I hereby authorize Nancy Forster as a proxy holder for the Governor's Commissions on Community and Volunteer Service Business Meeting on Thursday October 15, 2015 to attend and vote on any matters brought before the Commission she deems appropriate.

APPROVAL OF CONSENT AGENDA – Nancy Forster

1. Approval of Agenda – October 15, 2015 (Revised)

- Financial Report, Training, Annual Retreat Agenda and Chair and Vice Chair Organization Roles will be removed from the Business Meeting Agenda.
- Agenda Order will include: Consent Agenda, Executive Director's Report, Committee Report from Administration and Finance, CNCS Support Grant, and Nominations and Elections

Motion #1: Commissioner Pippin moved to approve the revised consent agenda.

Second: Commissioner Windley seconded.

Vote: Yes: Commissioners Forster, Pippin, Windley

Proxy: Commissioners Funaiock, Rodriguez-Duffy

All in Favor. Motion was carried.

EXECUTIVE DIRECTOR REPORT

Executive Director Luz Vasquez-Guzman presented her October report which included a summary on the Commission Support Grant, the 2016-2018 State Service Plan, CNCS AmeriCorps State and national Symposium and an update on SOV activities.

COMMITTEE REPORTS

- ADMINISTRATIVE & FINANCE

Commissioner Georgeanna Windley reported that the committee created a standard operating procedure for onboarding new Commissioners.

Appointment Letter:

The Commission will request from Monique Hampton, the Deputy Director of Boards and Commissions, to copy the Commission Chair, the DSSC Director, the Deputy Director, Commission's Executive Director and the Chair of the Administration and Finance Committee, when she notified the Secretary of a newly appointed Commissioner.

If that cannot be accommodated, the Director should request from Pamela Grimes in the Office of the Secretary, that she copy the Commission Chair, the Deputy Director, Commission's Executive Director and the Chair of the Administration and Finance Committee when she notified the DSSC Director of a newly appointed Commissioner.

An orientation team will be created to welcome the new Commissioner. Members will include:

- Commission Chair
- Commission Secretary
- Executive Director
- Administrative Specialist
 - Send a letter from the Commission Chair, a reminder to register with the Recorder of Deeds, meeting calendar, orientation session date

Administrative Calendar:

Commission Chair will reach out to the Committee Chairs to request meeting dates for the upcoming calendar year. The SOV Administrative Specialist will reach out to the SOV staff to request event dates and program meetings.

CNCS SUPPORT GRANT

- 2015 Commission Administration Support Grant

- There is roughly \$200,000 (CNCS + Grantee Share) in available funds that can be used to support volunteerism in Delaware. Funds must be used before December 31, 2015 because they cannot be carried over into 2016.
- Possible initiatives: Public Notice, Advertising, website design/site architecture analysis, grant consultant
- Commissioners requested that the Marketing staff from DSSC be present when marketing initiatives are on the Business Meeting Agenda.

- 2016 Commission Administration Support Grant

- Executive Director Vasquez-Guzman reported that the submission deadline date for the Commission Support Grant was changed from November 12, 2015 to November 2, 2015.
- An extension request was submitted to CNCS but SOV has not heard back if the extension was granted.
- A special Executive Committee Meeting needs to be held in order to review and approve the 2016 grant.

NOMINATIONS AND ELECTIONS

Commission Chair Nancy Forster submitted the Nominating Committee's nominations to the Executive Committee for review. Nominations will be presented at the next full Commission meeting for voting. Nominating Committee included Commissioners John Danzeisen, Rob Schroeder and Jaye Pedante.

- Chair: Commissioner Georgeanna Windley
- Secretary: Commissioner Margarita Rodriguez-Duffy
- Treasurer: Commissioner Gary Pippin

NEW BUSINESS

AmeriCorps Program Director Charles Harris distributed Delaware AmeriCorps Enrollment and Program History summaries.

APPROVAL OF MINUTES

1. Approval of last meeting's minutes

Motion #2: Commissioner Pippin moved to approve the meeting minutes from August 20, 2015 Executive Committee Meeting.

Second: Commissioner Forster seconded.

Vote: Yes: Commissioners Forster, Pippin, Windley

Proxy: Commissioners Funaiock, Rodriguez-Duffy

All in Favor. Motion was carried.

ADJOURN

Motion #3: Commissioner Pippin moved that the Commission meeting be adjourned.

Second: Commissioner Forster seconded the motion.

All in Favor. Motion is carried.

Meeting was adjourned at 11:30 AM.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary